



PATROL			516.00	
<div><div></div><div>IN VEHICLE AUDIO/VIDEO RECORDING</div><div></div></div>				
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PURPOSE

The purpose of this standard operating procedure is to provide guidelines, which govern the operation of police in-vehicle audio/video recording.

SCOPE

This procedure shall apply to all Punta Gorda Police Department personnel.

DISCUSSION

This agency has adopted the use of In Car Video Cameras in order to have accurate documentation of events, actions, conditions and statements made during arrests and critical incidents, so as to enhance member reports, collection of evidence, and courtroom testimony. The In Car Video Camera is a valuable tool for identifying training needs, protecting officers from false allegations, and recording interaction between officers and the public.

DEFINITIONS

1. **Administrative:** Any recording which does not contain evidence of a criminal offense.
2. **Axon View XL:** Application used to control and support Axon Fleet 2 cameras. It is designed for use with a mobile data terminal within a police vehicle. Application lets users start and stop camera recording, play recorded videos, and add metadata to videos. Additionally, Axon View XL also supports user sign-in and wireless offloading of Axon Fleet camera videos.
3. **Body Worn Camera (BWC):** A portable electronic recording device that is worn on a law enforcement officer's person that records audio and video data of the officer's law-enforcement-related encounters and activities.
4. **In Car Camera Administrator:** The Administrative Services Section Supervisor. The position that manages the database, server, and software associated with storage of the audio and video recordings.
5. **In-Vehicle Audio and Video Recording (IVAVR) Unit:** The agency utilizes the Axon Fleet 2 camera system in designated police vehicles.
6. **Buffering:** The Axon Fleet 2 camera function which allows the unit to continuously record when the unit is not placed in the recording mode. This feature depending on the camera type will add 60 seconds of pre-recorded data, with no audio, to the recording at the time the recording function is initiated.
7. **Buffering Mode:** When the Body Worn Camera (BWC) is powered on and actively buffering video with no audio.
8. **Event Mode:** When the In Car Camera is powered on and no longer in buffering mode and is actively recording video with audio.
9. **Evidence.com:** The online web-based digital media storage facility accessed at www.evidence.com. The virtual warehouse stores digitally encrypted data (photographs, audio and video recordings) in a highly secure environment. The digital recordings are accessible to authorized personnel based upon a security clearance protocol. The system also maintains an audit of user activity.
10. **Metadata:** Case number, incident number, and retention category assigned to BWC video before upload to evidence.com.
11. **Mute (Muting):** Manually disabling the audio feature on the BWC, whereas to only capture video recording.

PROCEDURE

I. EQUIPMENT

A. Issuance and Utilization

1. Officers shall use only those In-Vehicle Audio and Video Recording systems issued and approved by the Punta Gorda Police Department. The usage of personally owned audio/video recorders is not authorized.
2. Officers that are assigned to a patrol function and other uniformed duties that are engaged in field activities may be selected to be assigned an In-Vehicle Audio and Video Recording unit.

B. Officers are authorized to contact Axon support for technical issues related to their In-Vehicle Audio and Video Recording system to conduct initial troubleshooting. Issues that require more complex follow up shall be deferred to the In-Car Camera Administrator for additional follow up regarding repairs and/or replacements.

C. The officer will clean and maintain the equipment according to manufacturer's recommendations.

D. Officers shall not intentionally damage, tamper with, or disable the In-Vehicle Audio and Video Recording system.

E. If an officer damages their In-Vehicle Audio and Video Recording system, an interoffice memorandum shall be submitted to the Chief of Police by the officer that details the circumstances in which the IVAVR was damaged. The officer shall also request a replacement IVAVR from the in car camera administrator.

F. If an officer's IVAVR malfunctions/does not record, the Watch Commander will be notified immediately. The officer shall document in the incident report (or CAD event if there is not an incident report) detailing the malfunction and lack of IVAVR footage. The Watch Commander will notify the Operations Commander and the designated IVAVR Administrator(s) of any needed repairs via e-mail prior to the end of shift. The IVAVR Administrator(s) shall be responsible to address the issue based on the agreement with Axon.

G. Officers assigned a IVAVR shall ensure the system is operating properly by checking the functions (day/date/time recorder) and the security of the system (checking log in credentials) and verifying it is synced to their body camera at the start of each tour of duty.

II. IVAVR SYTEM ADMINISTRATOR RESPONSIBILITIES

- A. The In-Vehicle Audio and Video Recording System Administrator shall be the Administrative Services Section Supervisor. The In-Vehicle Audio and Video Recording System Administrator or designee is responsible for performing the following duties:
1. Maintenance of Axon Fleet 2 camera systems;
 2. Maintain a record of assigned Axon Fleet 2 camera systems and related equipment;
 3. Be proactive, complete minor repairs, and repair/replace In-Vehicle Audio and Video Recording components (cameras, docking stations, etc.);
 4. Arrange for the warranty and non-warranty repair of the IVAVR units;
 5. Maintain IVAVR Recording equipment repair and maintenance records;
 6. Update software and system settings as necessary; and
 7. The storage and maintenance of all video files uploaded onto the Evidence.com server. Access to the server shall be limited to assigned members with administrative privileges.

III. TRAINING

- A. The Employee Development Coordinator will be responsible for the IVAVR training program (Axon Fleet 2 camera system and Axon View XL system).
- B. To maintain integrity of evidence and related documentation, all personnel who use, maintain, store, or release audio/video data must be trained in the operation of the IVAVR system before having authorization to use it.
- C. All officers and supervisors of members assigned an IVAVR shall be provided with adequate training and instruction by the Employee Development Unit or designee concerning IVAVR policy and proper use of the IVAVR equipment.
- D. The Employee Development Unit will have access to recordings to identify training needs.
- E. The Employee Development Unit shall ensure all IVAVR training is incorporated into the Field Training and Evaluation Program.
- F. The Employee Development Unit will maintain a current list of all members trained to operate the IVAVR.

G. The IVAVR training program will include, but not be limited to the following topics:

1. IVAVR operation (power on/event mode/functions);
2. Proper placement of the IVAVR during law enforcement activities;
3. PGPD policy and relevant state and federal laws on IVAVR usage;
4. Scenario-based exercises that replicate situations that officers might encounter in the field;
5. Procedures for identifying, categorizing, and uploading recorded video;
6. Procedures for accessing and reviewing recorded video; and
7. Procedures for documenting and reporting any malfunctioning device or supporting system.

IV. OFFICER RESPONSIBILITIES: The care and security of the IVAVR equipment is the responsibility of the officer assigned an IVAVR, and the equipment shall be maintained, operated, and stored according to manufacturer's recommendations. All officers assigned to wear an IVAVR system will adhere to the following:

- A. Officers shall not intentionally obscure the view of their IVAVR.
- B. Prior to beginning each shift, officers assigned an IVAVR shall ensure it is functioning properly and they are logged into the system with their credentials.
- C. Officers assigned an IVAVR shall ensure the system is turned on and operationally accessible.
- D. Officers assigned an IVAVR shall wireless offload their IVAVR to Evidence.com throughout their shift, or when reasonably possible as approved by a supervisor.
- E. Officers shall use Axon View XL to enter their metadata.
 1. Officers shall be responsible for reviewing the footage and assigning the appropriate Video Storage Category (Retention Categories) in the Evidence.com system. All appropriate retention categories shall be selected for each file. Retention is based upon the highest retention category selected. Officers are only authorized to utilize the OFFICER categories. Categories shall be selected as defined in [SOP 803.00 – Digital Media \(Photo, Audio and Video\)](#).

2. The vast majority of submissions should have an ID number. Any submission that has a corresponding ID number shall be documented. Identification (ID) for the footage shall be PGPD followed by the complete incident report number (i.e. PGPD 23-01940). If an incident report number does not exist then a Computer Aided Dispatch (CAD) event number shall be used (i.e. PGPD 2023-024743). Video Storage Category OFFICER - Test / Training / Accidental / Personal Break will receive an ID number of the incident year followed by five (5) zeros. (i.e. PGPD 2023-00000).
 3. Once videos are categorized they can be uploaded to Evidence.com. The system is designed to allow the camera to run off the Axon Fleeer power unit for several hours if the car ignition is off to allow for extended wireless offload periods.
 4. All metadata must be added to an officer's IVAVR video prior to the end of shift.
- F. Officers shall ensure use of the IVAVR is documented in written reports, including citations. In the event an IVAVR malfunctions, does not record, or has an audio malfunction officers shall document this in the incident report (or CAD event if an incident report is not generated) and immediately notify their supervisor. [CFA 32.02D]
- G. Officers may review the incident recordings when preparing written reports to help ensure the accuracy and consistency of the incident. Start times and end times of victim, witness and suspect statements should be noted in the incident report.
- H. Officers may review the incident recordings to prepare for court testimony, including, but not limited to, motions, hearings, depositions, and trials.
- I. An officer is permitted to review the recorded footage from an IVAVR before writing a report or providing a statement regarding any event arising within the scope of his or her official duties. In addition, a law enforcement officer under investigation is permitted to review IVAVR footage related to an internal affairs investigation before beginning the investigative interview.
- J. Officers shall not show videos to non-agency members unless it is in the course of their duties, such as assisting in prosecution or assisting another law enforcement agency. All requests from non-agency members shall be treated as a public records request pursuant to [Central Records – SOP 1103.00](#).

V. POWERING ON AND RECORDINGS

A. IVAVR Recording

1. Vehicles equipped with an IVAVR system shall activate the Event Mode of the system whenever the emergency police lights are activated. If the fleet camera system is not able to be activated during an event where the emergency lights were activated,

it shall be documented in the incident report (or CAD event if no incident report was generated). The fleet camera system equipment has two modes of operations (Event Mode and Buffering Mode).

- a. Event Mode: To begin recording, use the Axon View XL application to start recording; or press the event button on the camera/controller, or activate the emergency vehicle lights.
 - b. Buffering Mode: The BWC continuously loops video only recording for 60 seconds. The camera will capture video but no audio, and will not record permanent memory while in buffering mode.
2. The audio related to the IVAVR captures in cabin audio only. External cabin audio is captured via the member's synced body worn camera.
 3. Officers, including primary and secondary units, shall activate the event mode of their IVAVR to record during all of the officer's law enforcement-related encounters and activities. Examples include, but are not limited to, the following:
 - a. Citizen encounters related to an official law enforcement duty/action. This includes calls for service involving criminal/civil activity and public service requests;
 - b. Enforcement/arrest actions, including transports (arrested or non-arrested);
 - c. Dispatched calls for service, which includes activation prior to arrival on scene;
 - d. Self-initiated contacts/activities where reasonable suspicion and/or probable cause exists that a crime is being committed, has been committed, or is about to be committed, or evidence of a crime is present;
 - e. Phone calls that are dispatched to an officer. Officers must advise the caller that they are being recorded.
 - f. Traffic stops;
 - g. Investigative stops/field interviews;
 - h. Traffic crashes, while conducting the investigation;
 - i. Emergency responses;
 - j. Incidents involving mentally ill persons;
 - k. Crimes in progress;

- l. When emergency lights are activated;
 - m. Death investigation under suspicious circumstances;
 - n. Vehicle pursuits;
 - o. Vehicle searches;
 - p. DUI investigations;
 - q. During hostile or disorderly groups or crowds;
 - r. Circumstances in which the officer reasonably believes that use of force is or may become necessary;
 - s. Accident scenes or other events that include the confiscation and documentation of evidence or contraband; and
 - t. Other events where the officer believes it would further the police mission and where the individuals being recorded have either consented to the recording or where there is no reasonable expectation of privacy. For example. Suspect interviews and/or admissions to committing or involvement in a crime.
- 4. When an officer activates the emergency lights on a vehicle that is equipped with a IVAVR body worn cameras within 30 feet will automatically enter event mode if the BWC is in buffering mode.
 - 5. Prior to activating event mode, officers shall turn off the police vehicle AM/FM radio to prevent interference with the BWC or IVAVR audio.
 - 6. When an officer is present at a scene, or during a vehicle stop where music or other loud noise is present and may interfere with the BWC or IVAVR audio, the officer shall ask the person responsible for making, or having control of, the noise to turn it off.
 - 7. Requests for deleting any recordings (i.e. Officer makes a personal recording, etc.) must be submitted in writing and submitted to the Administrative Services Section Supervisor through the chain of command for approval. All requests and decisions shall be kept on file.
- B. Notification of Recordings: When the BWC is in event mode for any official law enforcement duty or action, officers making initial contact with the involved party/parties on-scene should inform them, upon arrival, the situation is being recorded unless circumstances exist which jeopardize member safety upon arrival (i.e. a fight in progress,

tactical operations, armed subject, etc.). In such cases, the party/parties should be informed as soon as practical.

C. Recording Duration

1. Once the IVAVR event mode is activated, it shall remain on until the incident/investigation has reached a conclusion or the officer has cleared from the call. Exceptions to this are as follows:
 - a. If an officer is assigned a static post where they are not in contact with involved citizens or actively part of the investigation (i.e. perimeter security, extended traffic control, parade routes, etc.)
2. Temporary Power Down: During their tour of duty officers assigned a BWC are authorized to power off the IVAVR unit, due to buffering. Officers may temporarily power off their IVAVR units when:
 - a. Entering a potentially explosive environment; or
 - b. Directed by a supervisor.
3. The IVAVR shall be powered off under the following circumstances:
 - a. For intelligence gathering or to obtain information or a criminal investigation when a citizen will not provide said information on video. Supervisory notification must be made at the conclusion of the event.
 - b. Prior to discussing a case on scene with other officers or during on scene tactical planning where video could be detrimental to the planning.
 - c. Covert law enforcement operation. (Requested by the Supervisor on-scene).
4. If a camera is powered off at any time prior to the conclusion of an event, the officer shall document on camera and in the incident report (or CAD event if no incident report was generated), the reason for the power down. If at any time, the circumstances listed above change, and recording of the incident becomes mandatory, officers shall power on the IVAVR.
5. Muting
 - a. The IVAVR shall be muted under the following circumstances:
 - i. Conducting conversations with CARE or domestic violence victims regarding CARE;

- b. The BWC may be muted under the following circumstances:
 - i. In the event of a critical incident, and the involved officers need to discuss what immediately has transpired (quick tactical debrief).
 - ii. To confer with another officer and/or supervisor about details of an incident when necessary to determine scope of investigation or to discuss tactics where video will not harm the planning, but audio would be detrimental.
 - iii. Facilitating discussion of training issues or operation strategies;
 - iv. Conducting personal conversations, which includes sharing personal information with another officer;
 - v. Conducting conversations containing privileged information (i.e. communication with Clergy, Attorneys, etc.);
 - vi. As with powering off, if a camera is muted at any time prior to the conclusion of an event, the officer shall document on camera the reason for the muting. If the officer does not state the required information on camera they shall enter the reason for muting in the incident report (or CAD event if an incident report is not generated).
 - vii. Muting is preferred rather than powering off for debriefing, tactical planning and investigative discussions with fellow officers and supervisors. This assists in protecting the officer from false allegations that can be made against them while powered down by continuously recording video to record proper conduct.
- D. Exiting Event Mode (Stop Recording): Recording can be stopped by tapping anywhere in the appropriate camera panel of the Axon View XL application.
- E. Failure to Activate or Unmute:
 - 1. If an officer fails to activate event mode or unmute their IVAVR during a required situation, part of a required situation, or interrupts/terminates the recording without cause, they shall notify their supervisor and document it in the incident report (or CAD event if an incident report is not generated) prior to the end of their shift. The written explanation shall advise of the incident and the reason for failing to activate event mode or interrupting/terminating the recording.
 - 2. Officers engaged in an incident who realize they failed to activate the event mode of their IVAVR at the onset shall activate the camera as soon as safely practical.

3. IVAVR equipment failure or officer error resulting in system deactivation shall not prevent officers from taking appropriate law enforcement action.

VI. IVAVR RESTRICTIONS

- A. Accessing files for non-law enforcement use or copying, editing, altering or releasing files is prohibited and will result in disciplinary action, except for official use by Records Unit members.
- B. Officers are strictly prohibited from using the IVAVR to record any activity which is not related to official law enforcement duties or actions. Specific examples of situations where officers may not use the IVAVR system unless related to an official duty or action include but are not limited to:
 1. Intentionally recording conversations of citizens or fellow employees without their knowledge.
 2. Intentionally recording confidential informants or undercover members. If an officer unintentionally records a confidential informant or an undercover member, the officer shall notify a supervisor when the information becomes known to the officer.
- C. Officers shall not use any other electronic devices or other means in order to intentionally interfere with the capability of the IVAVR system.
- D. Posting, distributing, or publishing IVAVR footage or digital images, in part or whole, to a social media site or any other communication platform shall be in accordance with [SOP 1109.00 - Social Media](#).
- E. No officer shall access IVAVR files which are not recorded by them unless authorized by the Chief or designee, except for the purpose of doing a follow up criminal investigation or for the purpose of conducting an internal affairs investigation. This does not prevent the officer from reviewing videos or cases shared with them for the purposes outlined in Section IV of this Standard Operating Procedure.
- F. An officer may not view a recorded incident for the purpose of entertainment or amusement. A log of each time a recorded incident is viewed or uploaded will be maintained on the server and reviewed periodically.
- G. Officers will not interrupt the recording of citizen contacts in order to allow the citizen to review the recording.
- H. Officers will not record conversations with supervisors.

- I. Violations of this Standard Operating Procedure will be handled in accordance with [SOP 202.00 Professional Standards](#).

VII. SUPERVISOR RESPONSIBILITY

- A. Supervisors will ensure members utilize IVAVR according to policy guidelines.
- B. An officer video inspection of IVAVR audio and video recordings will be reviewed by supervisors in accordance with Standard Operating Procedure 1107.00 – *Staff Inspections* and forwarded to the Operations Commander. This shall be completed using Form *Admin 282*. This will be to ensure the equipment is operating properly
 1. If a complaint is associated with a recorded event, the immediate supervisor shall categorize the video as “Administrative (Admin Only)” and document the action in the complaint paperwork.
 2. The IVAVR footage will be reviewed by the supervisor in all cases where there is a use of force, pursuit, injury to officer, officer vehicle crash, injury to prisoner, a subject, citizen complaint, or any other circumstance where the recording may clarify events.
- C. Supervisors and/or Internal Affairs personnel investigating an inquiry or complaint may view IVAVR files relevant to their investigation.
- D. Supervisors who are on-scene of a critical incident (i.e. shooting, gross negligence, unnecessary force, etc.) shall seize the IVAVR from the involved officer(s) when the scene is secure.
- E. Supervisors shall not conducting “fishing expeditions” or “trolling” of officers’ recordings in an attempt to discipline for policy violations or evaluating officer productivity.
- F. Supervisors will investigate circumstances where an officer improperly terminates a recording,
 1. A memorandum will be submitted to the Operations Division Commander detailing the findings.
 2. The Operations Division Commander will determine if the action was intentional or avoidable and will direct any further action.
- G. Supervisors are prohibited from reviewing an officer’s IVAVR outside the scope of this policy and without cause.

VIII. UTILIZATION OF IVAVR FOR FIELD OPERATIONS

A. Traffic Enforcement:

1. The IVAVR shall be set to event mode prior to or at the same time as the activation of the vehicle's emergency lighting system.
2. The IVAVR shall remain in event mode until such time as the officer involvement has been terminated.

B. Emergency Response and Vehicle Pursuits

1. The IVAVR shall be set to event mode prior to or at the same time as the activation of the vehicle's emergency lighting system.
2. The IVAVR shall not be turned off until the officer's response and/or involvement has been terminated.

C. DUI Investigations:

1. The IVAVR shall be set to event mode prior to or at the same time as the activation of the vehicle's emergency lighting system.
2. The IVAVR may be manually set to event mode upon the initial observation of an infraction or safety concern, which may be prior to the activation of the vehicle's emergency lighting system.
3. A safe area shall be utilized, whenever possible, to conduct field sobriety evaluations and recording by the IVAVR.
4. Whenever possible, officers shall record advisements given to the offender, such as implied consent, Miranda warnings, or other legal instructions.

D. Vehicle Searches:

1. The officer shall manually initiate the recording function of the IVAVR to record any actions pertaining to the incident involving the search.
2. When a consent search is conducted the verbal and/or signing of the written waiver shall, if possible, be recorded via the IVAVR.
3. The officer conducting the search shall utilize the IVAVR to articulate their findings and locations as the search is conducted.

4. Evidence and/or contraband located during the vehicle search shall, when possible, be recorded on the IVAVR.

E. Arrests and Prisoner/Detainee Transports:

1. The IVAVR shall be placed in event mode during an arrest (when safe to do so) and during the transfer of prisoner custody from one member to another.
2. When possible, the reading of Miranda warnings and other advisements shall be recorded.

IX. RECORDING AN INCIDENT: Guidelines for using the IVAVR when recording incidents:

- A. Recordings shall be incident specific: Officers shall not indiscriminately record entire duties or patrols and must only use the recording device to capture video and audio pursuant to this procedure.
- B. Inform: Recording shall commence prior to arrival at the scene of an incident. Whenever possible, the officer should inform individuals that they are being recorded. Knowledge of being recorded at times, can assist in calming a potential volatile situation. It is understandable that the user will not always be able to advise persons when recording is taking place, especially in high-stress situations, safety concerns, or crimes in progress. Specific words for this announcement have not been prescribed in these guidelines; however, users shall use straightforward speech that can easily be understood by those present, such as, "I am wearing and using Body Worn Camera video," or "This is being recorded."
- C. While recording officers shall add Markers to their video by utilizing the function button to mark important points in the video that can be easily referenced later. If an officer is unable to add markers while recording, they shall be added in evidence.com at a later time. All markers shall be noted in an officer's incident report with the time and marker description.
- D. Concluding filming: It is considered advisable that the officer continues to record for a short period after the incident to demonstrate clearly, to any subsequent viewer, that the incident has concluded and the user has resumed other duties or activities.
- E. Retention: Once a recording has been completed it becomes police information and shall be retained and handled in accordance with the policies and procedures of the City of Punta Gorda and State of Florida Public Records Retention Schedule. All IVAVR files shall be maintained for a minimum of 90 days.

X. STORAGE AND RETENTION

- A. All imagery submitted to Evidence.com shall be retained according to the guidelines (minimum of 90 days) established in compliance with the State of Florida General Records Schedule for Law Enforcement Agencies (GS-2), the State of Florida General Records Schedule for State and Local Government Agencies (GS1-SL) and/or Florida Statutes. If multiple categories are selected, the highest retention rate applies.
1. 90 Days: Other, Test/Training/Accidental/Personal Break, Traffic Stop, Traffic Crash, Welfare Check (Baker/Marchman Act).
 2. 180 Days: Death Investigations (Non-Evidentiary), Investigation (Non-Evidentiary).
 3. 1 Year: Taser Log (Admin Only).
 4. 14 Months: Trespass.
 5. 5 Years: Field Interviews, Pursuit / Use of Force / Officer Injury.
 6. Manually Deleted: Minimum of 90 Days –Administrative (Admin Only), Documents (Non-Evidentiary), Evidence, Statements (Non-Evidentiary). All imagery classified as Evidence will be stored and retained in accordance with the needs of prosecution, agency use, and Florida Statutes.
- B. Video related to an investigation shall be treated as evidence and therefore its collection, chain of custody, storage, distribution, and disposal will be processed in accordance with this Standard Operating Procedure.
- C. The Administrative Services Section Supervisor is responsible for ensuring that recorded video files will remain on the secure IVAVR server for a period consistent with Florida records retention requirements.
- D. If other law enforcement agencies were involved with the Police Department in a joint operational investigation, the agencies shall be contacted prior to the destruction of the recordings to ensure they do not need the recording(s).
- E. IVAVR file access shall be periodically audited by the IVAVR administrator to ensure only authorized officers are accessing the data for legitimate purposes.
- F. IVAVR files shall be securely stored in accordance with state records retention laws and no longer than useful for purposes of training or use in an investigation.
- G. Corrupted evidentiary IVAVR files discovered by the Evidence Unit will require notification by the Property/Evidence Custodian to the affected officer via the chain of command. The State Attorney's Office shall also be notified of any video file found to be corrupted involving any criminal case. Evidence files in the OSSI Evidence Management System will be updated by the Property/Evidence Custodian to reflect this information.

The officer shall supplement the incident report (or CAD event if no incident report was generated) detailing this information.

H. Any tampering, copying, or deletion of IVAVR data is prohibited.

XI. REVIEW/RELEASE OF RECORDINGS

- A. All requests for public viewing of IVAVR recorded video shall be referred to the Administrative Services Supervisor and handled according to the public record request guidelines established in [Central Records – SOP 1103.00](#).
- B. No video shall be released for any reason by an officer or employee. The Records Unit shall be responsible for making copies of digital video. No other persons are authorized to produce copies of digital video without written authorization of the Administrative Services Section Supervisor.
- C. For IVAVR public record requests, only Records Unit or Public Information Officer shall have access to redact and/or release video in accordance with Florida's Public Records Law, F.S.S. 119.
 - 1. The State Attorney's Office for the 20th judicial circuit will have access to evidence.com for viewing of evidentiary tagged videos.
- D. If an officer(s) is suspected of wrongdoing or involved in an officer-involved shooting or other serious use of force, the department reserves the right to limit or restrict officers from viewing the video file, except for the subject officer(s).
- E. Requests for copies of video by persons or agencies outside the department, or the State Attorney's Office, including exemptions, shall be subject to the provisions of Florida's Public Records Law, F.S.S. 119.
- F. Officers are encouraged to inform supervisors of any video/audio sequences that may be of value for training purposes.

XII. AGENCY REVIEW: Police Administration will conduct a periodic review of this policy to ensure best practices. The Operations Captain will conduct a periodic review of agency practices to ensure it conforms to this Standard Operating Procedure.

APPROVED

A handwritten signature in black ink that reads "Pamela R. Smith". The signature is fluid and cursive, with the first name "Pamela" being larger and more prominent than the last name "Smith".

PAMELA R. SMITH, CHIEF OF POLICE

STAFF REVIEW DATES: 06-09-2000, 12-11-2001, 03-14-2002, 01-03-2004, 08-01-2006, 08-07-2007, 07-10-2008, 12-30-2009, 04-01-2010, 01-21-2011, 01-03-2012, 11-25-2014, 11-15-2016, 09-09-2018, 10-06-2020, 05-23-2023, 11-28-2024

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